



COUNTY OF LOS ANGELES

DEPARTMENT OF HUMAN RESOURCES

579 KENNETH HAHN HALL OF ADMINISTRATION ♦ LOS ANGELES, CALIFORNIA 90012
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MICHAEL J. HENRY
DIRECTOR OF PERSONNEL

July 7, 2004

To: All Department Heads

From: Michael J. Henry *[Signature]*
Director of Personnel

Subject: **BOARD MOTION AND POLICY TO EXTEND THE I-9 BASIC PILOT
PROGRAM TO VERIFY EMPLOYMENT ELIGIBILITY**

On March 9, 2004, the Board of Supervisors passed a motion (see attached) by Supervisor Antonovich instructing the Director of Personnel to continue the I-9 Basic Pilot Program in accordance with the Memorandum of Understanding. The I-9 Basic Pilot allows departments to verify the status of employment eligibility for all new employees hired, via an automated query to the Social Security Administration. The program will continue through November 30, 2008. Attached is the revised Board policy on the I-9 Basic Employment Pilot that was approved by the Audit Committee on May 20, 2004.

The I-9 monthly reports prepared and submitted to the Department of Human Resources by each department will no longer be required. The information will be obtained by the Department of Human Resources through the Department of Homeland Security, Customs and Immigration Services (formerly INS). Departments are still required to complete the employee I-9 form within three (3) days to verify all new hires through the I-9 automated system and retain documentation related to the I-9 process. This is mandatory as the MOU stipulates that the Customs and Immigration Services may make periodic visits to review employee I-9 forms and related records.

Thank you for your continued cooperation. If you have any questions please call me or your staff may contact the Countywide I-9 Coordinator, Nancy Eiser at (213) 738-2115.

MJH:TJH
LT:NE

Attachments

c: Each Supervisor
Administrative Deputies
Personnel Officers
I-9 Coordinators

H:\I-9 Files\I-9 Memo to Dept Heads re bd policy update_revised_0604_b.doc

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MINUTES OF THE BOARD OF SUPERVISORS
COUNTY OF LOS ANGELES, STATE OF CALIFORNIA

Violet Varona-Lukens, Executive Officer
Clerk of the Board of Supervisors
383 Kenneth Hahn Hall of Administration
Los Angeles, California 90012

Director of Personnel

At its meeting held March 9, 2004, the Board took the following action:

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On motion of Supervisor Antonovich, seconded by Supervisor Yaroslavsky, unanimously carried (Supervisors Burke and Knabe being absent), the Director of Personnel was directed to continue the I-9 Basic Pilot Program in accordance with the Memorandum of Understanding established with the Federal Government through the Social Security Administration and Immigration and Naturalization Service, which provides confirmation of employment eligibility for newly hired County employees through an automated system.

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Copies distributed:

Each Supervisor
Chief Administrative Officer
County Counsel



Los Angeles County
BOARD OF SUPERVISORS POLICY MANUAL

Policy #:	Title:	Effective Date:
9.110	INS Basic Employment Pilot	09/08/98

PURPOSE

Instructs the Director of Personnel to acquire approval to participate in and to work with County departments to implement the new federal employment eligibility verification pilot project to obtain confirmation of federal employment eligibility for newly hired County employees from the Social Security Administration (SSA) and the Citizenship and Immigration Services (CIS), formerly the Immigration and Naturalization Service (INS). Further authorizes the County to continue participation in the I-9 Basic Pilot Program in accordance with the Memorandum of Understanding established with the Social Security Administration and the Citizenship and Immigration Services.

REFERENCE

September 8, 1998 Board Order, Synopsis 25

October 6, 1998 Memorandum of Understanding, "Basic Employment Verification Pilot"

February 12, 2002 Board Order, Synopsis 55

February 26, 2002 Memo to all Department Heads from Michael J. Henry, Director of Personnel, "Extension of the I-9 Basic Automated Pilot Program for Employment Eligibility Confirmation"

March 9, 2004 Board Order, Agenda Item 3

POLICY

The legal employment authorization of newly hired county employees shall be verified through an online automated computer system to SSA/CIS. All departments will participate in the I-9 Basic Employment Verification Pilot. The participating departments shall initiate the Basic Pilot verification procedures within three business days after each employee has been hired, but only after completion of Sections 1 and 2 of the federal Form I-9. Employment verification shall be conducted in accordance with the policy, procedures, and requirements contained in the Basic Pilot Manual provided by CIS.

RESPONSIBLE DEPARTMENT

Department of Human Resources

DATE ISSUED/SUNSET DATE

Issue Date: September 8, 1998

Sunset Date: September 8, 2002

Reissue Date: September 20, 2002

Sunset Date: November 30, 2003

Reissue Date:

Sunset Date: November 30, 2008